

**City of Chattanooga
Duties and Responsibilities for Special Events
Where Electrical Power is Utilized**

Each event must have a POC, (Point of Contact) coordinator, director etc. That person is to coordinate their event with the Electrical Inspection Office. In addition to the information provided on the application for special event permit, the POC should provide an evening, or cell phone number.

The POC should be the individual who can assure that the corrections or conditions set by the inspector are adhered to. Also, they should be able to answer any functional and/or practical questions associated with the event.

If the event requires the use of electrical power to supply performance stages, concessions, vendors or similar equipment, the POC must contract with an electrical contractor to install such wiring. The electrical contractor shall have the responsibility of contacting the Inspection Office to arrange the appropriate inspection.

The POC shall have the responsibility of calling the Inspection Office not less than (5) working days prior to the event to assure scheduling and to give informational updates where needed.

The POC, if deemed necessary by the inspector will provide this office with a layout of the event to show the proposed origin of the power source and the location/s where the power is to be connected. For **small** events, this may be accomplished with an on site inspection by the electrical inspector, electrical contractor, and the event's POC within (1) to (3) working days prior to the event. In some cases the POC need not be present.

Special Note: If your event requires digging, or erecting tents, and/or other structures that requires driving stakes in the ground longer than one foot, please adhere to the instructions provided by the Department of Parks and Recreation Facilities Maintenance Division. Call (423) 643-6063 or (423) 643-6062. State Law requires notification of such activities not less than 72 hours prior to penetrating the ground.

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